Departmental Enquiries.
Expeditious completion of --

GOVERNMENT OF MAHARASHTRA

General Administration Department.
Circular No. CDR-1176/5825/176(ii)/XI.
Mantralaya, Bombay-400 032, Dated the 17th January 1977.

CIRCULAR OF GOVERNMENT

It has come to the notice of Government that departmental enquiries are not completed expeditiously inspite of instructions issued from time to time. In some cases, there is inordinate delay in completion of the departmental enquiries. Government is, therefore, pleased to issue the following instructions:—

(1) The Disciplinary Authority should forward the charge sheet, statement of allegations, statement of evidence (oral and documentary), and all the relevant documents to the Enquiry Officer along with the order sanctioning the departmental enquiry. The disciplinary authority should forward two copies each of the charge sheet, statement of allegations and statement of evidence to the Enquiry Officer.

(2) The Enquiry Officer should, within 7 days from the date of receipt of the order sanctioning the enquiry, serve on the accused Government servant the charge sheet, statement of allegations and statement of evidence along with the copies of the relevant documents.

(3) The accused Government servant should be called upon to put in his first written statement of defence within 10 days from the date of receipt of the charge sheet.

(4) The oral enquiry should be continued from day to day.

(5) After the completion of the oral enquiry, the accused Government servant should be given only 21 days' time to submit his final written statement.

(6) The Enquiry Officer should submit his enquiry report to the Disciplinary Authority within 15 days from the date of receipt of the final written statement.

(7) The Disciplinary Authority should serve a show cause notice on the accused Government servant within 14 days from the date of receipt of the Enquiry Officer's report.

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(8) The accused Government servant should be given 21 days' time from the date of receipt of the show cause notice to submit his reply to the show cause notice.

2. These instructions should be strictly and scrupulously followed by the Disciplinary Authorities, Enquiry Officers and others who handle cases relating to departmental enquiries.

By order and in the name of the Governor of Maharashtra,

D.S. TELANG,
Deputy Secretary to Government,
General Administration Department.

To

The Secretary to the Governor,
The Secretary to the Chief Minister,
*The Prothonotary and Senior Master, High Court, Bombay,
*The Registrar, High Court, Appellate Side, Bombay,
*The Registrar, Office of the Lokayukta and Upa-Lokayukta, Bombay,
The Special Officer for Departmental Enquiries, Bombay,
The Special Officer for Departmental Enquiries, Bombay and Pune Divisions, Pune,
The Special Officer for Departmental Enquiries, Nagpur and Aurangabad Divisions, Nagpur,
All Heads of Departments and Heads of Offices under the several Departments of the Mantralaya,
All Departments of the Mantralaya.

*By letter.

No. of 1977.

Copy forwarded for information and guidance to -